



Xerox Photocopier User Guide



Overview	3
Control Panel	3
Available Paper	4
How to register your college card	5
How to log in without your college card	7
Functions.....	9
Print	9
Printing onto Card.....	10
Scanning to Email.....	11
Troubleshooting	13
Not Printing	13

OVERVIEW

Control Panel



1. Active messages – Displays any active error messages.
2. Services Home – Displays main services such as copy, scan and fax.
3. USB Port – Disabled.
4. Job Status – Displays active, held and completed jobs.
5. Machine Status – Displays settings and information.
6. Keyboard – Press this to enter your login details.
7. Energy Saver – Enters or exits energy saver mode.
8. Log In/Out – Log out quickly from your account.
9. Clear All – Clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.
10. Stop – Temporarily stops the current job. Follow the onscreen message to cancel or resume your job.
11. Start – Starts the current job.
12. Clear – Deletes numeric values or the last digit entered.

Available Paper

You will find the following paper types and sizes in your Xerox printer



How to register your college card

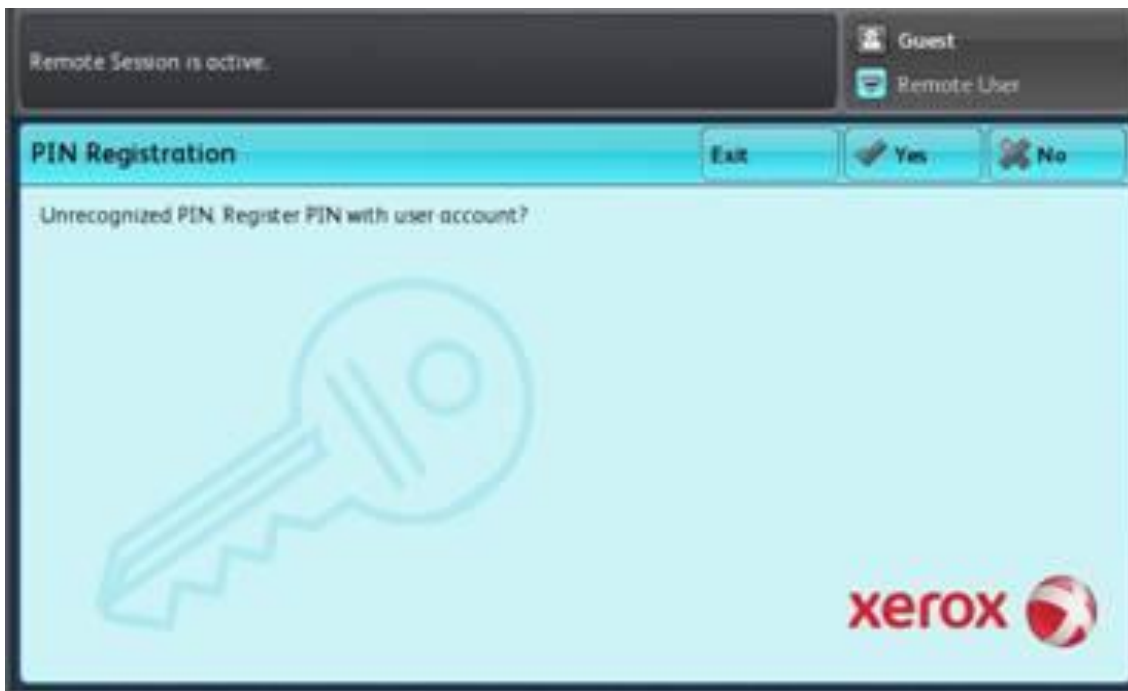
Please note: Student cards are pre-registered and will not need to complete these steps.

You will find a card reader on the front of your nearest Xerox printer.



Swipe your ID card on the card reader on any Xerox printer.

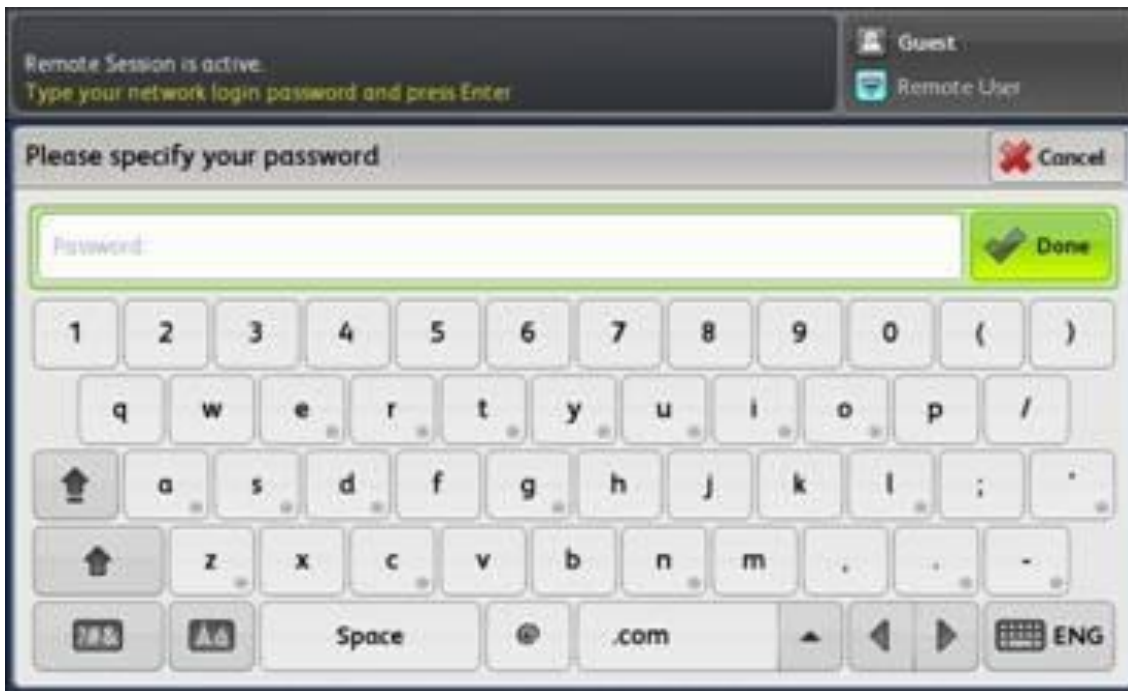
1. Press **Yes** on the Xerox touch screen.



2. Enter your network **Username** and press **Done**



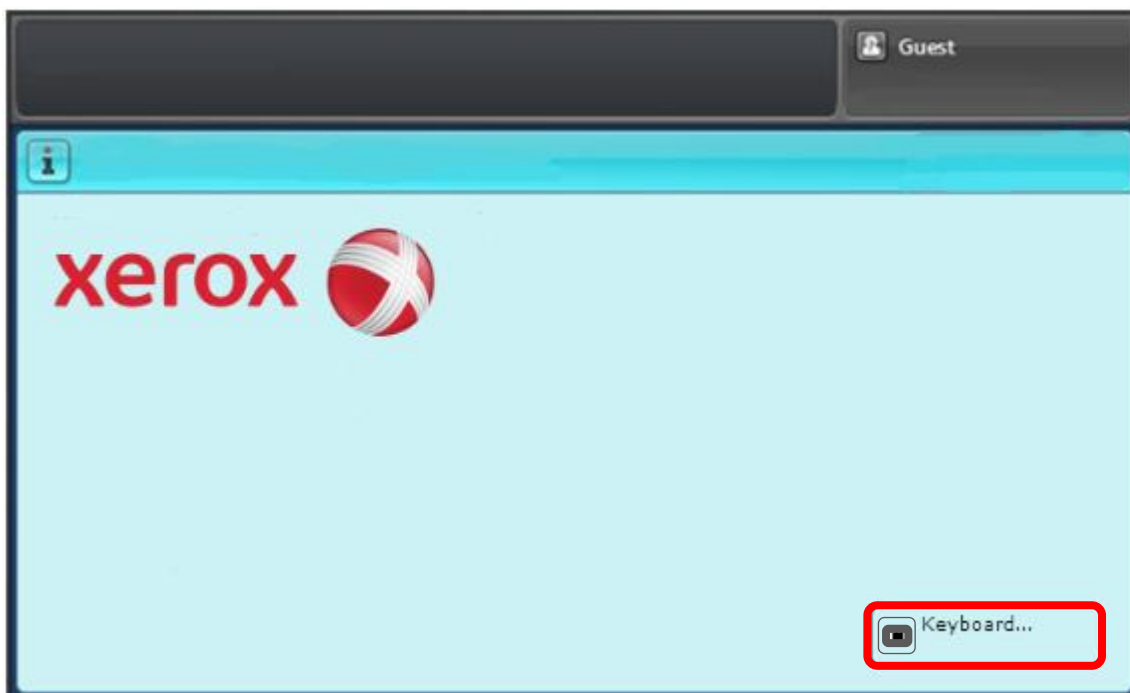
3. Enter your network **Password** (case sensitive) and press **Done**



Your card is now registered and ready to use on any Xerox printer.

How to log in without your college card

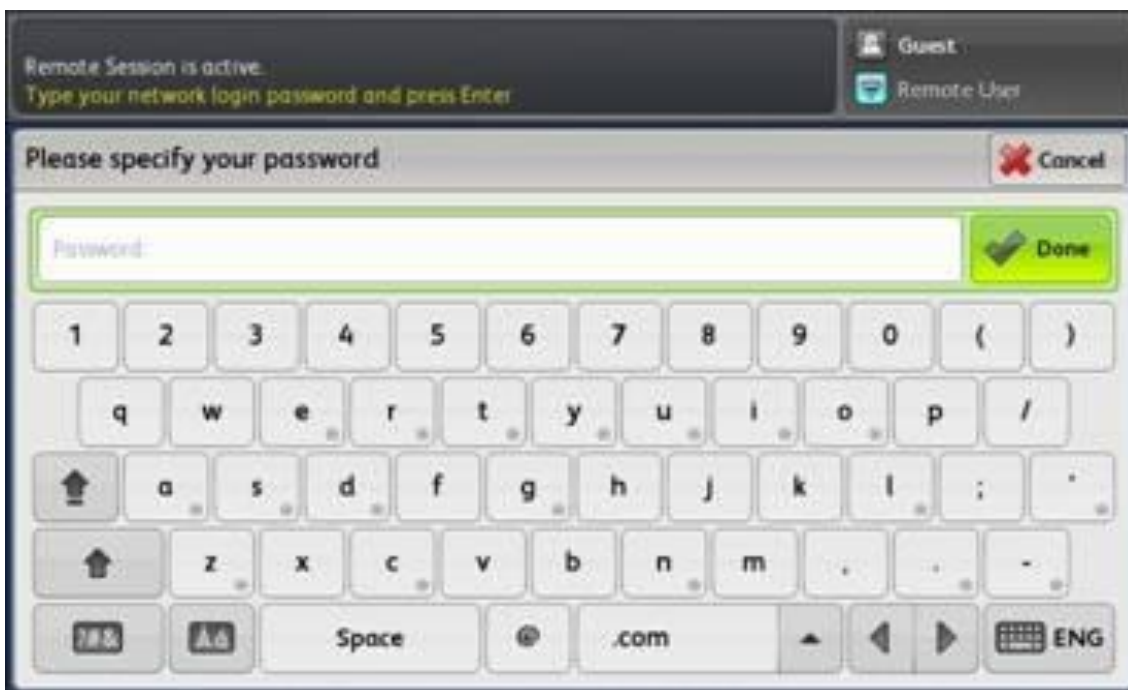
1. Press **Keyboard...**



2. Enter your network **Username** and press **Done**



3. Enter your network **Password** (case sensitive) and press **Done**



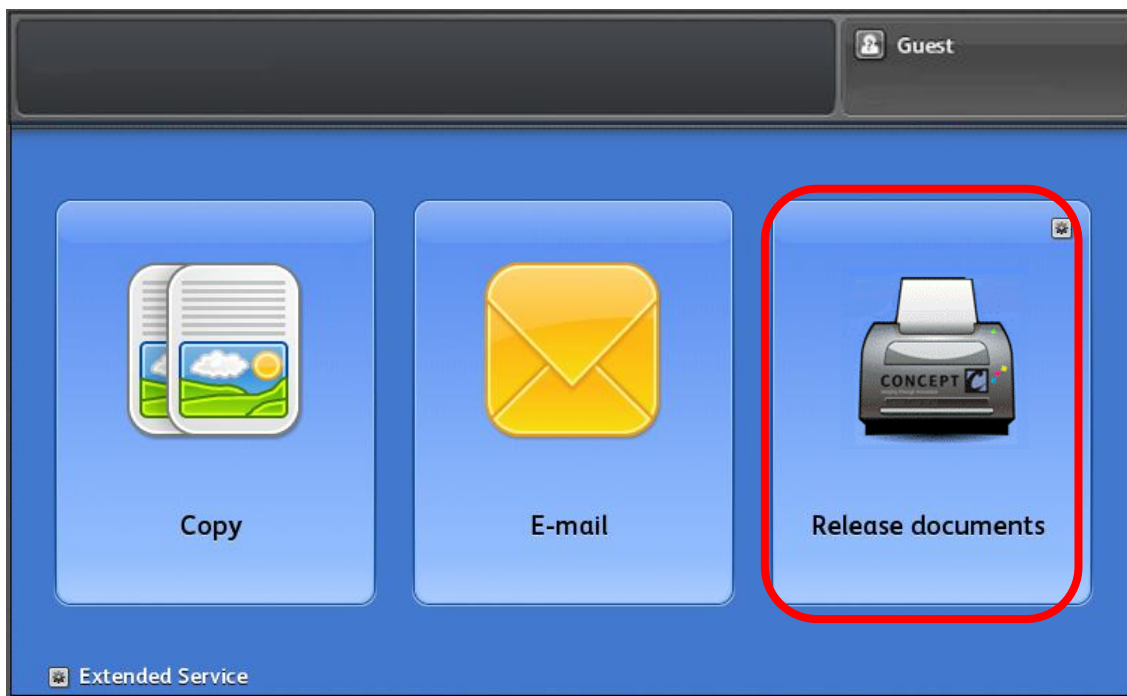
The printer will logout after 60 seconds of no use. You can manually logout by pressing the **Log In/Out** button on the control panel.

FUNCTIONS

Print

Printing from any King office will result in your documents being held securely until you release them at a device.

1. Print your document to the secure print queue making sure you select any required settings.
2. Go to your nearest Xerox device to release the document.
3. Login using your key fob or press Keyboard... button and enter your network username and password.
4. Press **Release Documents**.

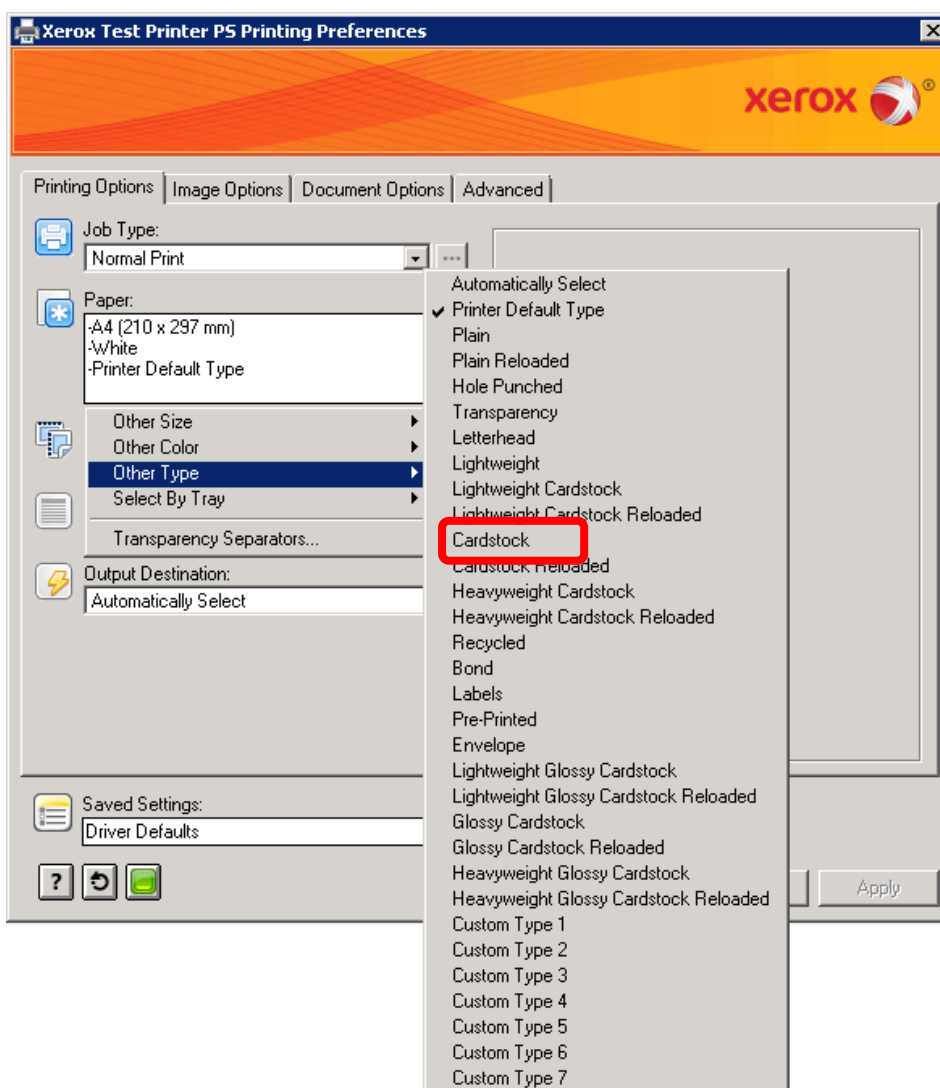


5. Select the document you wish to print or press **Select All**.
6. Change the quantity if required.
7. Select **Force Monochrome** if your document was sent as colour by mistake.
8. Select **Print** to print your document. Your document will then automatically delete, alternatively, select **Print & Save** to print your document but keep it in your print queue for 24 hours.

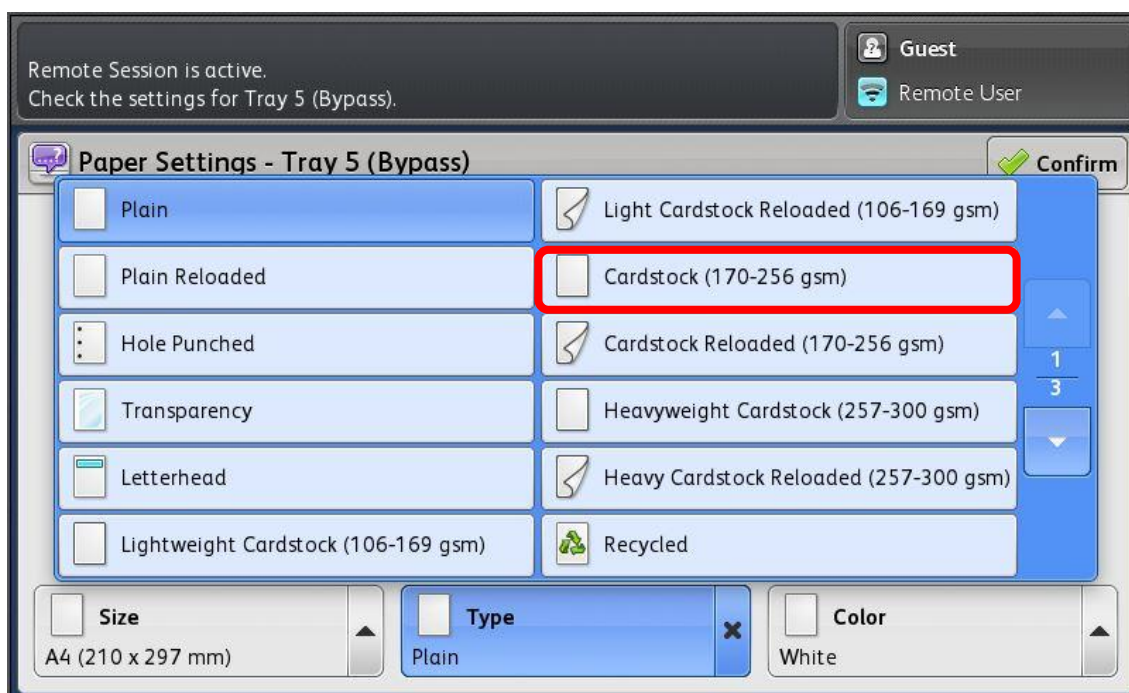
Printing onto Card

To print onto letterhead or labels:

1. Go to **File**.
2. **Print**.
3. **Properties/Preferences/Options**.
4. Go to **Paper**.
5. Go to **Other Type**.
6. Select **Cardstock**.
7. Click **Ok**.



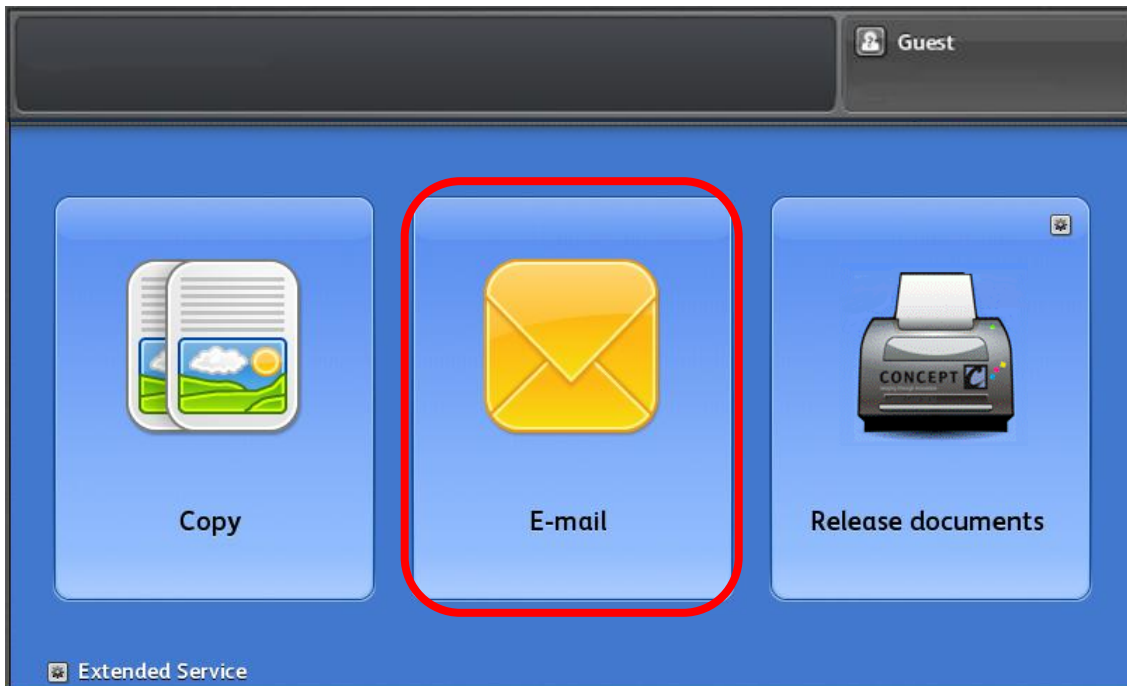
8. Go to your nearest Xerox device.
9. Place your card in the Manual Feed tray on the left hand side of the device.



10. Select Type and choose Cardstock.
11. Press Confirm.
12. Login and release your document as normal.

Scanning to Email

1. Place your documents face up in the feeder or face down on the glass.
2. Login using your key fob or press the **Alternate login** button and enter your network username and password.
3. Press **Email**.



4. Your email address will automatically appear on the screen.



5. Select any settings you wish to change.

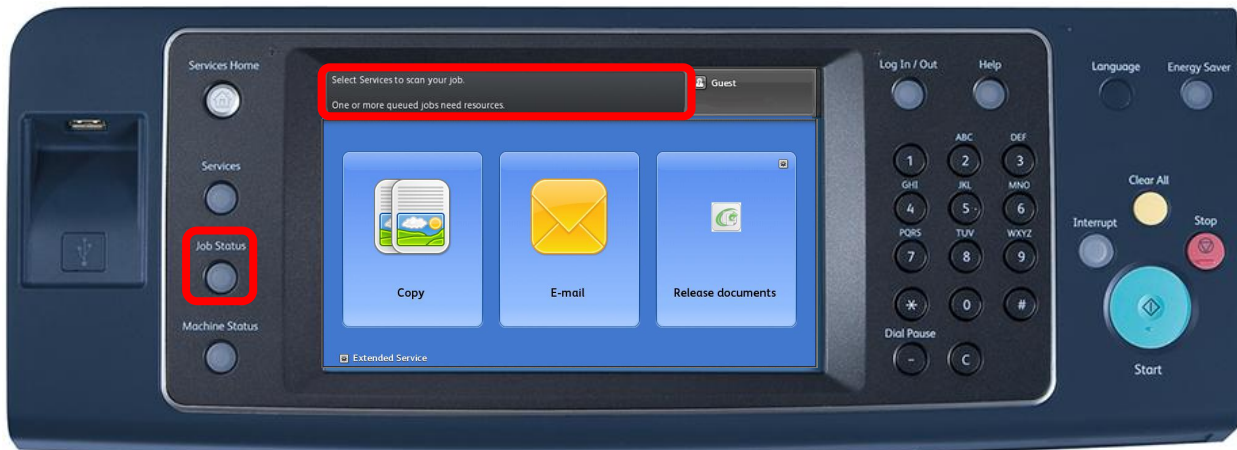
6. Press the green **Start** key.

N.B. Press the yellow **Clear All** key to go back to the default Scan settings.

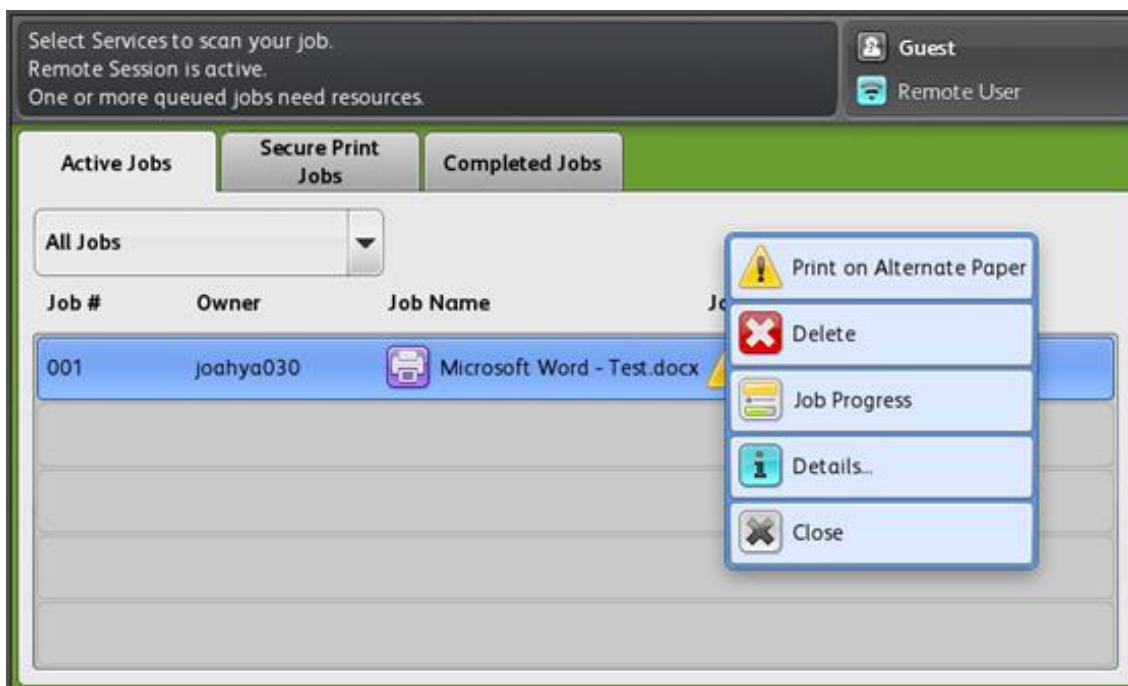
TROUBLESHOOTING

Not Printing

If you have released a print job but it hasn't printed it may need resources. Check the Active Messages bar at the top of the touch screen.



1. Press the **Job Status** button
2. Select the job that is being held for resources.



3. To print the job from a different tray, select **Print on Alternate Paper**.
4. Select the required paper tray, then press OK.

Select Services to scan your job.
Remote Session is active.
Media selected will be used for the entire job except banner page.

Guest
 Remote User

Print on Alternate Paper

Cancel OK

The following paper is not loaded for this print job:
☐ A4 Letterhead White
To release the job either load this paper or select an available tray.

Tray		Paper	Tray Type
1	50 %	<input type="checkbox"/> A4, Plain, White	Dedicated
2	75 %	<input type="checkbox"/> A3, Plain, White	Dedicated
3	0 %	<input type="checkbox"/> A4, Plain, White	Adjustable
4	75 %	<input type="checkbox"/> A3, Plain, White	Adjustable